

Edmond Town Hall Board of Managers
45 Main Street, Mary Hawley Rooms
Newtown, CT 06470

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT MEETING.

Ms Guman called the July 11, 2023 meeting to order at 6:31.

Present: Jen Guman, Betsy Paynter, Herb Rosenthal, Marie Smith, Armel Kouassi and Margot Hall(phone)

Also Present: Lauren Dimartino and Anthony Sartori

Public: none

Chair: Ms Guman was excited to have a full Board and Staff at the meeting. She shared a thank you from the Bridge Club for EDT assistance with their annual Alzheimer's Fundraiser.

Mr Rosenthal moved to accept the minutes of June 13th with Ms Paynter 2nd. Approved

Business Manager/Theater Report – attached

Unfinished Business:

Mr Sartori has only been working for a week and is meeting with workers so tabling the CIP to be able to gain insight from Mr Sartori was discussed.

Mr Rosenthal moved to table the CIP discussion to the next meeting with Ms Smith 2nd.
Approved

New Business:

Borough Access – There was a request to allow access to the building outside of building hours by a Borough Official. Current hours are 8am – 10pm weekdays and 8am – 11pm weekends. Only staff has keys to the building currently. Discussion on liability, safety and precedent.

Mr Rosenthal moved to maintain the hours of the building for all tenants including the Borough denying access when closed. Ms Hall 2nd. Approved

Board Comments:

Mr Sartori is very excited to be here. He is meeting with gym floor contractor this week and the town purchasing agent. The Board members were very excited to welcome Mr Sartori and get his point of view on upcoming items. Ms DiMartino is pleased at how well they can communicate and work together. She is also appreciative of how quickly he is picking up on things.

Ms Paynter moved to adjourn with Mr Kouassi 2nd. Ms Guman adjourned the meeting at 7:03.

Respectfully submitted,

LeReine Frampton, clerk

Business Manager Report-July 11, 2023

Financial

As of 5/31/23 including grant monies, building revenue is 77% over budget and theater revenue is 101% greater than budget. Given the increased level of rentals and events it is not unexpected that expenditures will exceed budget. For the same period, expenses are approximately 11% greater than budget. YTD net income is \$167,253 as compared to the previous period of \$336,626. Backing out the federal and state grant monies received, from an operational standpoint, YTD net income of \$50,479 compares favorably to the budgeted net loss of \$30,290. This indicates that if we don't receive any grant monies, ETH can still operate and generate a positive net income.

The significant growth in revenue is attributed to the theater and Alexandria room rentals and ticket sales and concessions. Grant awards for 2022/2023 totaled almost \$117,000, which is an unbudgeted revenue source.

Programming & Rentals

The culinary and art camp ran for one week in June and was a great success! Having 33 campers over a five day period was nothing short of busy and exciting! We sent all families a feedback form and are beginning to receive feedback. This camp was a great way to utilize our commercial kitchen and generate over \$3k in income. I am looking into creating future culinary programs for children and adults.

Rentals continue to remain strong. The Alexandria room is fully booked on Saturdays throughout the end of the year and patrons are booking much earlier for rooms than in the past. Theater parties book considerably in advance.

The Newtown Stage Company will be renting throughout the building for the next two weeks as they run their camp of Little Mermaid. The camp will run their production the weekend of July 21st.

Drive In

The drive in theater is running every weekend, however less than desirable weather has gotten us off to a slow start. The drive in schedule is going to be scaled back from four days/week to two/three days per week. This week we are going to increase our marketing of the drive in, and hope for dryer skies. We've had a series of technical problems with the power to the projector and have been able to work them out with the assistance of DNR. Our sponsor, Around Town Real Estate, has been a great partner with marketing the drive in by posting some great comedic videos.

Live Events

We are gearing up for the fall music series by starting to build upon our sponsorship base. Over the next month this will be a priority along with creating marketing material and promoting the need for sponsors. At this time, local businesses are reaching out to me to get involved in partnering with ETH. That's a great place to be and I'm hoping this picks up even more.

The schedule for the fall music series has been finalized and we will have six shows on the calendar from September through December. Postcards have been created and the shows are being promoted on social media.

Theater Buzz

Indoor movies are being shown during the summer concurrently with the drive in. We continue to have Ingersoll sponsored movies and this encourages higher concession sales. The relationship with Ingersoll both indoors and outdoors is invaluable. Ingersoll has provided ETH with the van that the projector lives in during the summer.

Operations

The new Operations Manager, Anthony Sartori, joined Edmond on Wednesday July 5 and has been settling in by reviewing files/documentation, touring the building with Scott & Bruce and getting to know the ins/outs of the operations of the building. I look forward to him getting up to speed.

The parking lot is almost complete. It looks terrific. All of the striping for the spots is done and the pedestrian crosswalks will be done in the near future. The trees pinned for removal have been taken down and Eversource is expected to begin their work soon.

The CEN project is slowly moving along. Hardware has been purchased and installed and we are expecting the fiber to be installed shortly.